

**State of California, Secretary of State**  
**VoteCal Statewide Voter Registration System**  
**RFP #500 SOS 0890-46**  
**Addendum 4, Summary Change Listing**

This document, the VoteCal RFP Addendum #4 Summary Change Listing (Change Listing), provides an overview of the RFP revisions included in this Addendum. Revision information is presented in two primary categories of change:

- Global Changes; and,
- RFP component-specific changes

A Global Change is an RFP change requiring revisions to multiple RFP components to implement.

The three (3) Global Changes included in Addendum #4 are:

1. Changes to evaluation and selection language
2. Changes in the rights SOS requires to the *implemented* VoteCal System and related and terms and conditions (Ts&Cs)
3. Administrative changes to standardize RFP terms, references and formats

Each Global Change is described in Change entries that follow immediately below. Change entries for each RFP component revised/replaced in Addendum #4 follow the Global Change entries.

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**RFP – Global Change #1: Changes to evaluation and selection language**

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***Reason for Change:*** Changes were made to the RFP’s evaluation and selection language to increase its overall clarity and accuracy.

The revisions required to support this Global Change include but are not limited to:

1. Clarifying that SOS expects that a pre-qualified Bidder will propose the same six (6) Key Staff in the Final Proposal as are proposed in the Bidder’s Pre-qualification Package and, if Bidders propose different staff, they must meet all requirements.
2. Clarifying and correcting explanations about how Bidders submit and how the State evaluates information about desirable Bidder qualifications and references and desirable Staff Qualifications.
3. When examples are included in evaluation tables that describe criteria for awarding points for Bidder responses to a requirement or group of requirements (tables with titles that include “Criteria for Award of Points...”), revising table entries so that examples are clearly identified (e.g., preface the example with “For example”) to reduce risk of Bidder misinterpretation.
4. Adding introductory paragraphs to all evaluation tables that list evaluation factors for requirements (tables with titles specifying “Requirement, Evaluation Factors and Maximum Points”) to explain that each “bullet” (evaluation element/factor) listed for a specific requirement is equally weighted. For these same tables, also revising any tables that include “sub-bullets” to ensure that each describes an equally weighted evaluation element/factor.
5. Revising the content and structure of a table intended to demonstrate how example Bidder Qualifications and References scores are calculated to increase clarity and accuracy of the example.

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6. Revising language in multiple paragraphs within Section IX - Evaluation and Selection to clarify and correct explanations for evaluating and scoring specific requirements.
7. Revising titles, content, and formats on evaluation and selection-related Exhibits to: explicitly distinguish responses associated with Mandatory requirements from responses associated with Desirable (optional) requirements (in one case, creating a new Exhibit to achieve this purpose); clarify how work experience should be reported in responses; align Exhibits more directly with both existing and revised requirements. For some Exhibits, revising Exhibit user instructions and the evaluation and selection language explaining how the revised/new Exhibits are completed and evaluated.

**Revisions:** Implementing this Global Change required multiple revisions to RFP Section V – Administrative Requirements and Section IX – Evaluation and Selection (including related Exhibits). See the Change entry for each of these RFP components for additional information on these revisions.

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**RFP – Global Change #2: Changes in the rights SOS requires to the implemented VoteCal System and related terms and conditions (Ts&Cs)**

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**Reason for Change:** The rights, title and licensing to and of the VoteCal System and relevant terms and conditions (Ts&Cs) have been revised to ensure that SOS has the ability to maintain, modify, create derivative works from, support and operate the implemented VoteCal System at the end of the Contract, independent of the nature of the VoteCal solution. The revisions required to support this Global Change include but are not limited to:

1. Revising the Statement of Work (Attachment 1 and its Exhibits) so that SOS' ability to modify, revise and support the implemented VoteCal System (and independent of the Contractor who developed the solution should SOS desire) no longer depends upon whether SOS "owns" or "licenses" specific components of the VoteCal System solution.
2. Revising the VoteCal System definition to eliminate the terms *VoteCal System Application Software* and *VoteCal System Platform Software* and so that the components of the VoteCal System that SOS will own (vs. license) and the components for which SOS will receive the source code (along with rights to modify, etc.) are no longer characterized based on such distinctions/terms.
3. Adding and defining the term *Contractor Commercial Proprietary Software (CCPS)* as generally available Contractor Commercial Proprietary Software included in the completed VoteCal System and meaning commercially or publicly available products that include any system component for which configuration is within the licensor's published, customer-configurable options.
4. Adding and defining the term *VoteCal System Software* as any Application Software that is developed or modified by the Contractor to meet the requirements and other specifications for the VoteCal System (inclusive of Work Products as defined within the RFP and its attachments).
5. Revising the definition of the VoteCal System so that it may be comprised of one or more of three different types of software: Contractor Commercial Proprietary Software (CCPS); VoteCal System Software; or other Third Party Software.
6. Clarifying that, at the end of Phase VII – First Year Operations and Close-out, SOS obtains: (i) all right, title and interest in and to the VoteCal System Software; and, (ii) the specific licensing rights described for any CCPS and/or other Pre-Existing Materials included within the VoteCal System (where the special licensing rights provide for SOS to receive its own copies of the source code and allow SOS to maintain, modify, support and operate the implemented VoteCal System (independent of the Contractor, if necessary)).

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7. Customizing the State's standard IT General Provisions (as represented in Attachment 2 to the RFP) to support the specific SOS rights, title, and licensing rights to and for the VoteCal System and related Ts&Cs.

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**RFP – Global Change #3: Standardize RFP terms, references and formats (administrative change)**

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**Reason for Change:** Standardize RFP terms, references and formats throughout the RFP to improve the clarity and consistency of content and to optimize Bidder's ability to understand the RFP.

**Revisions:** This Global Change impacted every VoteCal RFP component to some degree. The type of revisions required to support this Global Change included revisions such as: capitalization of defined terms; fully qualifying RFP component references (e.g., Attachment 1 – SOW); adopting a consistent organizational structure *within* individual RFP components (where feasible); aligning references to RFP subsections; and standardizing on acronym usage. While improved readability may clarify the RFP for some readers, no material revisions were introduced to support this Global Change. **Due to the prevalence and nature of revisions made in support of this change, they are not detailed in this Change Listing nor are they referenced in Change entries for the individual RFP components.**

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\*\*\*\*\*RFP Component-Specific Change Entries Follow\*\*\*\*\*  
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**RFP Section I – Introduction and Overview of Requirements: Subsection I.F**

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**Reason for Change:** Due to schedule delays caused when DGS resolved to return **unopened** the Pre-qualification Packages submitted by Bidders in late January and the time required to research and resolve the several RFP changes required to address the contributors to returning Pre-qualification Packages (the impetus for this current Addendum) and in the interest of better assuring Bidder understanding of the VoteCal RFP overall and the changes included in this Addendum, additional procurement actions have been added and the projected Key Action Dates for all future VoteCal procurement events have been revised. After the current Addendum is issued and *before the Pre-qualification Packages are due*, the several repeated procurement actions and the one new action will provide opportunities to: further assist prospective VoteCal Bidders to understand the State procurement process and SOS' VoteCal requirements; enable Bidders to ask questions for clarification, to request changes to the requirements and contract language and to protest requirements or contract language; and, discuss any concerns about the VoteCal procurement with the State.

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**RFP Section II - Rules Governing Competition: Multiple subsections revised**

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**Reason for Change:** Changed to reflect the addition of a third Confidential Discussion with Bidders prior to submission of Pre-qualification Packages and to clarify that all interested Bidders are eligible to attend new Confidential Discussion whereas only pre-qualified Bidders are eligible to attend the two subsequent Discussions.

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**RFP Section III – Current Systems and Opportunities: Multiple subsections revised**

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**Reason for Change:** Clarify multiple SOS, HAVA and Voter Registration concepts and current SOS processes, particularly those that relate to current system problems and issues and SOS' current technical environment and existing Infrastructure.

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**RFP Section IV – Proposed Business and System Processes: Multiple subsections revised**

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**Reason for Change:** Changes were made to align portions of this Section with Global Change #2 (Changes in the rights SOS requires to the *implemented* VoteCal System...), described at the start of this document. Specifically all references to post-implementation Maintenance and Operations and to transferring rights, title and licenses for the components comprising the VoteCal solution are changed to reflect SOS' revised rights and Ts&Cs. Additional changes were made to clarify VoteCal objectives, goals and scope.

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**RFP Section V – Administrative Requirements: Multiple subsections revised**

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**Reason for Change:** This Section was changed as part of Global Change #1 (*Changes to evaluation and selection language*), specifically revisions #1, #2 and #7 described for that Global Change were made in this Section. More specifically, Bidder Qualifications and References information was changed so that information to respond to the Mandatory Bidder Qualifications and References is submitted using a different Exhibit (Exhibit V.5.a) than information submitted to respond to the Desirable Bidder Qualifications and References (V.5.b). Changes were also made to the related subsections that describe related requirements and Exhibits.

In response to DGS direction, SOS eliminated language asserting that the State may at any time reject any and all Pre-Qualification Packages. For the same reason, the following changes were required to several administrative requirements (changes required to narrative describing requirement, content of requirement and/or related Exhibits) included in this Section of the RFP:

- The financial institution granting a Letter of Credit Intent must be licensed to do business in the State of California.
- The Irrevocable Letter of Credit must be delivered to the State after the Intent to Award is issued.
- For the requirement intended to assess Bidder's financial capacity/responsibility, the following changes: eliminate Bidder's option of providing a Letter of Bondability in lieu of submitting audited financial statements; reduce the amount of the average net income required; eliminate requirement for Bidder to provide information on judgments, arbitrations, and on-going litigation (if not included in audited financial statements); and, eliminate the requirement for the Bidder to demonstrate the ability to support up to six (6) months of estimated VoteCal project expenses without receiving payments from the State.
- Bidder Staff Confidentiality Statements must be submitted to the State at time of Contract Award.
- Proofs of requisite Bidder insurance must be submitted to the State within 30 days of Contract Award.
- Small Business Preferences were changed to comport with most current DGS standard language.

Changes were made to information about the Staff Qualifications requirements to increase the clarity of these subsections of the RFP. These changes were intended to demonstrate that a staff resource reporting that he/she worked for a client/project for a specified period of time may report meeting one or more of the experience requirements (for the relevant Key Staff role) for a portion of or for the entire period of time working for the client/project (e.g., a staff resource proposed to fill the VoteCal PM role reports working for client ABC for a net of three (3) years and reports 36 months "*Experience with managing complex IT system..*" but only 12 months "*Experience managing projects utilizing PMI® methodologies or similar...*" because the staff resource managed the project to implement a complex IT system for the duration of the project but the project (and the PM) did not adopt a PM methodology until the final third of the project. Additional changes were also made to clarify how desirable experience is reported for the requirement.

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**RFP Section VI: Project Management, Business, and Technical Requirements: Multiple subsections revised**

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**Reason for Change:** Changed to restore the VoteCal requirements originally deleted from the RFP (and from project scope) in response to summer 2010 direction from then Office of the Chief Information Officer (current California Technology Agency) and which SOS was advised to restore by the Legislature Dec 2010 with concurrence of the California Technology Agency. Changes were made in multiple subsections and requirements to clarify and more fully elaborate requirements throughout this Section (e.g., for example, requirements in subsection T4 - Performance and Capacity are revised). To improve clarity, references to the Bidder's Library throughout this Section were changed to explicitly identify the relevant document and references to the State Information Manual 200 (SIMM 200) were deleted (this reference no longer exists and is replaced by SIMM 17). The description of the Bidder's required Test Plan is changed to clarify aspects of EMS and VoteCal-EMS testing and the description of the Bidder's required VoteCal architecture was changed to underscore the Bidder's responsibilities for any changes to SOS network hardware, software or configuration management components included in the Bidder's proposed VoteCal solution.

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**RFP Section VII – Cost Tables: Multiple subsections revised**

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**Reason for Change:** This RFP Section directly relates to Attachment 1, Exhibit 2 – Tasks and Deliverables and has been changed primarily to align with the changes made in that Exhibit. Review the description of changes made to Attachment 1, Exhibit 2 to understand the corresponding changes in this Section.

Other changes in Section VII include clarifying and revising the description of payment terms to ensure these correspond to those specified in Attachment 1 – Statement of Work and to consolidate payment-related information that was previously included in Attachment 1, Attachment 1, Exhibit 2 and this Section. A change was also made to correct an error from 18% to 17.1% for Phase 2 – Design deliverables. Finally, this Section was also changed to include an explicit statement that the Bidder should not include costs associated with any unanticipated tasks in the Bidder's Proposed Costs (and related tables).

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**RFP Section VIII – Proposal Format: Multiple subsections revised**

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**Reason for Change:** The few changes made in the Section correspond to Global Change #1. One additional change was made to specify that the Letter of Credit (with redacted cost information) is included with Bidder's responses to Section V - Administrative requirements.

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**RFP Section IX – Evaluation and Selection: Multiple subsections revised**

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**Reason for Change:** This Section was changed as part of Global Change #1 (*Changes to evaluation and selection language*) and as specified in required revisions #3 - #5 and #7.

Changes were also made to increase the clarity and accuracy of this Section, including: explaining that the evaluation and selection process referred to in this Section includes both a pre-qualification phase and a proposal phase and to explicitly specify which of steps of the evaluation and selection process apply to each phase; explaining that additional information on the pre-qualification phase is located in Section V.B; revising language to clarify potential ambiguities in basis and methodology for scoring for several requirements; and, significant revisions to improve accuracy and clarity of the information provided about evaluating responses to the Bidder Qualification and References requirements.

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Changes in this Section also included revising Exhibit IX.1 – Preliminary Review Form to more completely align with RFP (as revised) and revising Exhibit IX.2 Bidder Reference Form – Client Telephone Reference Questionnaire to align more closely with corresponding requirements and to increase accuracy and clarity.

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**RFP Section X – Demonstration of Requirements: Single page slightly revised**

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**Reason for Change:** DGS added standard language at the end of this Section.

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**RFP Attachment 1 – Statement of Work: Entire document restructured; multiple sections revised)**

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**Reason for Change:** All of the revisions identified in Global Change entry #2 (*Changes in the rights SOS requires to the implemented VoteCal System ...*) (earlier in this document) were made in this Attachment. Specifically Attachment 1, Section 12 – Software Provisions was significantly revised to address this Global Change.

Overall structure of the Attachment was changed for clarity and, as a consequence, original content is presented in a slightly different order and, in some cases, consolidates information on topics previously addressed in multiple locations within the Attachment into a single location in the revised document. When similar information was located in Attachment 1 and other RFP components, Attachment 1 and those other RFP components have been revised to consolidate that information into Attachment 1 where feasible (e.g., information on the Deliverables Expectation Document and process was removed from Attachment 1, Exhibit 2 – Tasks and Deliverables and integrated into similar content in Attachment 1; multiple Sections in Attachment 6 – Secretary of State Statement of Work Special Provisions were removed from Attachment 6 and consolidated/integrated into Attachment 1. Changes were also made to clarify system acceptance terminology.

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**RFP Attachment 1, Appendix A – State Contract**

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**Reason for Change:** Clarifying changes were made to explicitly demonstrate that this RFP component is a sub-component of Attachment 1 – Statement of Work (by designating “Attachment 1” in the cover page title). Small changes to accurately reflect the contents of this RFP were also made (e.g., in Section 4 of the standard contract clarifying language was added to the standard Contract’s listed Attachment 1 and Attachment 9).

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**RFP Attachment 1, Exhibit 2 – Tasks and Deliverables: Multiple subsections revised**

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**Reason for Change:** This Exhibit was revised to reflect Global Change #1 (*Changes in the rights SOS requires to the implemented VoteCal System ...*), specifically to integrate the revised terminologies and to reflect the revised SOS rights to the VoteCal System in the expanded definition of the “VoteCal System Source Code and Documentation” Deliverable (or sub-Deliverable). For instance, the “VoteCal System Source Code and Documentation” Deliverable includes Contractor delivery to SOS of the VoteCal System Software Source Code and of the Contractor Commercial Proprietary Software Source Code (depending up on the nature of the VoteCal solution). Changes were also made throughout the document to create more descriptive Deliverable names and to specify and clarify predecessor-successor relationships between tasks and Deliverables (while also clarifying that those are not exhaustive and the Contractor shall specify all predecessor-successor relationships among activities and Deliverables in the Contractor’s Integrated Project Schedule (IPS)). Changes were also made to define and describe the purpose of three (3) “go/no-go” decision-points at which SOS will make a decision to approve the Contractor to initiate activities related to a specific Deliverable. Information on payments has been revised to clarify instances where SOS Acceptance of a Deliverable requires prior SOS Acceptance of a predecessor Deliverable in the same Phase.

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The Exhibit was also changed to explicitly identify specific constraints and additional requirements that the Bidder should reflect in representing the specified tasks and Deliverables in the Bidder's proposed plans and schedules. Changes also included clarifying Service Level Agreements (SLAs).

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**RFP Attachment 1, Exhibit 3 – Sample Deliverable Expectation Document: All pages revised**

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**Reason for Change:** This Exhibit was revised to add the term "Attachment 1" to its title (to clarify it is an extension of the Statement of Work) and additional changes were made for clarity and consistency.

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**RFP Attachment 1, Exhibit 4 – Hardware, Platform Software and VoteCal System Maintenance and Operations Services and Help Desk Levels: Multiple subsections revised**

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**Reason for Change:** This Exhibit was revised to consolidate and clarify information regarding Severity Levels. Changes were also made to clarify that the services and support described in this Exhibit apply from Phase V – Pilot through Phase VII – First Year Operations and Close-out and will also apply in the event that SOS chooses to exercise one (1) or more of the five (5) one-year contract option(s) for extended hardware support. Changes were made to Service Level Agreement (SLA) language and to align with Attachment 1, Exhibit 2 – Tasks and Deliverables. Other changes were made through out the Exhibit for clarity and consistency.

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**RFP Attachment 1, Exhibit 5 – Application Software and Platform Software Maintenance and Operations Services and Help Desk Levels: Multiple subsections revised**

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**Reason for Change:** This Exhibit was revised to clarify information regarding Deficiencies and Level 2 and 3 Support. Changes were also made to clarify that the requirements in this Exhibit apply from Phase V – Pilot through Phase VII – First Year Operations and Close-out. The requirements will also apply should SOS choose to exercise its one (1) five-year contract option for application software support. Changes were made to Service Level Agreement (SLA) language and to align with Attachment 1, Exhibit 2 – Tasks and Deliverables. Other changes were made through out the Exhibit for clarity and consistency.

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**RFP Attachment 2 – IT General Provisions (as customized for VoteCal): Multiple subsections revised**

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**Reason for Change:** DGS approved SOS to customize this Attachment to incorporate special provisions for the VoteCal procurement. Many of those customizations correspond to Global Change entry #2 (*Changes in the rights SOS requires to the implemented VoteCal System ...*). This Exhibit was also revised to include all terms and definitions formerly included in Attachment 6 – Secretary of State Statement of Work Special Provisions and to add additional terms and definitions (some in support of Global Change #2). In some cases special provisions previously included in Attachment 6 – Secretary of State Statement of Work Special Provisions were consolidated into this Attachment. Changes were also made to the Warranty section of this Attachment. Additional changes for clarity and consistency are included throughout.

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**RFP Attachment 3 – Information Technology Purchase Special Provisions: First page revised**

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**Reason for Change:** The introductory sentence to this Attachment was deleted to explicitly comport with the State's standard language.

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**RFP Attachment 4 – Information Technology Maintenance Special Provisions: First page revised**

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***Reason for Change:*** The introductory sentence to this Attachment was deleted to explicitly comport with the State's standard language.

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**RFP Attachment 5 – Information Technology Personal Services Special Provisions: First page revised**

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***Reason for Change:*** The introductory sentence to this Attachment was deleted so that it will comport with the State's standards.

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**RFP Attachment 6 – Secretary of State Statement of Work Special Provisions: Multiple subsections revised**

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***Reason for Change:*** This Attachment was changed primarily to remove provisions that were consolidated into either Attachment 1 – Statement of Work or Attachment 2 – IT Special Provisions as part of the Addendum. The remaining information in this Attachment pertains primarily to HAVA provisions and includes some changes for clarity and consistency.

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**End of VoteCal Addendum #4 – Summary Change Listing**

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